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ABSTRACT

Intended for use by parents of children and youth with handicaps, the guide offers basic information on accessing the ERIC bibliographic database and publications. Answers are provided to the following questions: what is ERIC?; where are the resources?; why use the ERIC system?; what's in the ERIC system?; and how do you get started using ERIC resources? Specific information is also provided on products and services of the ERIC Clearinghouse on Handicapped and Gifted Children. A sample document resume is given, along with a descriptive list providing addresses and descriptions of all 16 ERIC Clearinghouses and five associated facilities. (DB)

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ED330131

A PARENT'S GUIDE

Accessing the ERIC Resource Collection

Volume I Number 1 May 1990

A Parent's Guide: Accessing the ERIC Resource Collection

Q: *What is ERIC?*

A: ERIC, ***The Educational Resources Information Center***, can help you learn more about schooling, education, and related topics. ERIC is a bibliographic database that provides abstracts or descriptions of articles and documents, almost 700,000 of them, in two monthly publications, ***Resources in Education (RIE)*** for documents, and the ***Current Index to Journals in Education (CIJE)*** for articles. Most libraries have these publications.

Documents include pamphlets, booklets, program reports, instructional materials, and conference papers. The articles described in ERIC come from over 780 different journals and magazines. Libraries can help you get copies of articles once you have determined the ones in which you are interested.

Q: *Where are these Resources?*

A: The reference librarian can help you use the RIE and CIJE. Also available is the ***Thesaurus of ERIC Descriptors*** that lists the subject headings used in cataloging articles and documents. A sample abstract for a document in the RIE, with a full explanation of how to read it, is included at the end of this article.

A unique feature of the ERIC document database is that once you have read a description about a document you would like to read in full, you can usually find it in the ERIC microfiche collection. Unlike most bibliographic databases, ERIC provides microfiche copies of the documents you found abstracted and indexed in Resources in Education. This means that you can go to most major libraries and find the document on microfiche, read it on a microfiche reader, and even copy it and take it home, if you like. If your library does not have the ERIC microfiche collection, you can still use ERIC. You can place a toll-free call to the ERIC Document Reproduction Service (EDRS) located in Alexandria,

Compiled By:
The National Information Center for Children and Youth with Handicaps
Post Office Box 1492 Washington, DC 20013
703/893-6061 (LOCAL/VOICE); 703/893-8614 (TDD ONLY); or 800/999-5599 (TOLL FREE)

EC 300101

BEST COPY AVAILABLE

Virginia, and EDRS will mail or fax you a copy of the document you want. See the end of this article for more information on EDRS ordering.

Another important feature of the ERIC database is that it is computerized. This means that the descriptions of ERIC documents and articles are not only available in print form (RIE and CIJE), but also in a computer-searchable database that can be searched from anywhere in the United States using a personal computer (PC) equipped with a modem. Most libraries offer computer searches of the ERIC database, but anyone who has access to a PC and modem can search the ERIC database with a minimal amount of training.

The ERIC database is also available on compact disks, and searching the ERIC database on compact disk is an excellent way to become familiar with both the content of the ERIC database and the art of computer searching. Most libraries now have personal computers equipped to handle compact disks, and many libraries will help you learn to use this new technology yourself, so that you can become your own information provider. Searching ERIC on compact disk may be an excellent resource for parent and/or disability organizations, allowing users to find what they want and print it out right away.

ERIC is a decentralized system, with sixteen clearinghouses and five support units. A list of all 16 with a short description of their areas of specialization is included at the end of this article. The clearinghouses gather, select, and abstract or describe the articles and documents that go into the ERIC database. Staff at the clearinghouses will also answer questions about the ERIC system from anyone who calls, writes, or visits them. If you plan to visit, call in advance to make an appointment.

Q: Why use the ERIC system?

A: You can turn to the ERIC database for virtually any question you might have about the education of your child. It may not always be easy to see how children and schools fit together, and this observation is especially true of children with disabilities. ERIC is a large enough collection of information to answer many of your questions, if you know how to use it correctly. It is difficult to be a well informed parent, but it is certainly much easier when you know how to use such valuable information resources as those available through ERIC. Well informed parents are involved parents. ERIC provides a knowledge base that can help.

Using the ERIC system may not be as easy as getting good advice from someone you trust. It is, however, a rich source of information, and more and more families are learning to use the ERIC system.

Q: ***What's in the ERIC system?***

A: While it's true that 22 years ago the ERIC database was originated as an archives for government documents and educational research, today it is designed to serve a much broader audience, and serving families is a priority.

For example, if you want information on adaptive physical education, ERIC has over 90 articles and 200 documents on that topic. If you want to know more about student placement in special education, ERIC can help you find over 250 articles and documents on placement. ERIC has documents on a wide range of subjects from educational policy to fishing.

Among all these resources, you can learn to choose those that best meet your needs. While you may not want 290 resources on adaptive physical education, with a little work you can learn to select those 6 articles which answer your questions. Learning to use the ERIC system is certainly worth the effort.

Q: ***How do you get started using ERIC resources?***

A: Go to your local library and talk to the reference librarian. You can request a short lesson on how to use ERIC. If your library does not have RIE or CIJE, ask the librarian where these can be found in your area.

A new ERIC support unit, ***ACCESS ERIC***, exists to help new clients use ERIC resources. The staff can help orient you to the system, answer your questions about ERIC services, refer you to sources of specific information, and provide publications produced by the system on a variety of topics. ACCESS ERIC also maintains a number of database files available on-line to the public. Call ACCESS ERIC toll-free at 800/USE-ERIC (that is, 800/873-3742).

All ERIC clearinghouses welcome calls from families. The ***ERIC Clearinghouse on Rural Education and Small Schools (ERIC/CRESS)*** located in Charleston, West Virginia, has a toll free number: 800/624-9120 nationally, and 800/344-6646 in West Virginia. Ask for "user services" and ERIC/CRESS will be glad to help you.

ERIC/CRESS has published an 86-page book, ***A Parent's Guide to the ERIC System***. It describes in clear, readable language the many features of the ERIC system and how families can use it best. You can order the guide for $6.00 from ERIC/CRESS, by letter or phone. Their address is listed at the end of this article.

While each of the 16 ERIC clearinghouses will try to answer your questions, the ***ERIC Clearinghouse on Handicapped and Gifted Children*** is the clearinghouse to call or write when you have a question about children with disabilities. Located in Reston, Virginia, this clearinghouse is operated by the Coun-

cil for Exceptional Children, a non-profit professional organization with a membership of over 50,000 educators and policy makers concerned about the future of special education.

Among the products and services provided by the ERIC Clearinghouse on Handicapped and Gifted Children are: references and referrals; ***ERIC Digests*** (brief syntheses of topical information in question and answer format on a well researched topic); information packages on current topics; mini searches (limited to 10 citations); computer search reprints (prepackaged computer searches on important special education topics); and reports that synthesize and analyze special education research and practice.

To contact the ERIC Clearinghouse on Handicapped and Gifted Children, call 703/620-3660 and ask for the ERIC Information Specialist or write:

ERIC Clearinghouse on Handicapped and Gifted Children
1920 Association Drive
Reston, Virginia 22091

You can order copies of ERIC documents—pamphlets, program reports, instructional materials, and conference papers—directly from the ERIC Document Reproduction Service (EDRS). The toll-free EDRS ordering number is 800/227-3742. EDRS sells paper copies in units of 25 pages, at $2.00 per unit. Microfiche copies of documents cost 85¢ per microfiche. You will need to use a microfiche reader to read them, but your local library should have such a reader. Postage is additional in both cases. For more information about any topic discussed in this chapter, including how to order copies of documents from EDRS, contact ACCESS ERIC, ERIC/CRESS, the ERIC Clearinghouse on Handicapped and Gifted Children, or any of the other ERIC Clearinghouses listed at the end of this article.

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Judy Conrad, ERIC/HE

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Sample Document Resume

ERIC Accession Number—identification number sequentially assigned to documents as they are processed.

Author(s).

Title.

Organization where document originated.

Date Published.

Contract or Grant Number.

Alternate source for obtaining document.

Language of Document—documents written entirely in English are not designated, although "English" is carried in their computerized records.

Publication Type—broad categories indicating the form or organization of the document, as contrasted to its subject matter. The category name is followed by the category code.

ERIC Document Reproduction Service (EDRS) Availability—"MF" means microfiche; "PC" means reproduced paper copy. When described as "Document Not Available from EDRS," alternate sources are cited above. Prices are subject to change; for latest price code schedule see section on "How to Order ERIC Documents," in the most recent issue of RIE.

ED 654 321 CE 123 456

Smith, John D. *Johnson, Jane*

Career Planning for Women.

Central Univ., Chicago, IL.

Spons Agency — Office of Educational Research and Improvement (ED), Washington, DC.

Report No. — CU-2081-S

Pub Date — May 89

Contract — NIE-C-83-0001

Note — 12p.; Paper presented at the National Conference on Career Education (3rd, Chicago, IL, May 15-17, 1989).

Available from—Campus Bookstore, 123 College Ave., Chicago, IL 60690 ($3.25).

Language—English, French

Pub Type—Speeches/Meeting Papers (150)

EDRS Price—MF01/PC06 Plus Postage.

Descriptors — Career Guidance,* Career Planning, Careers, *Demand Occupations, *Employed Women, *Employment Opportunities, Females, Labor Force, Labor Market, *Labor Needs, Occupational Aspiration, Occupations.

Identifiers — Consortium of States, *National Occupational Competency Testing Institute.

Women's opportunities for employment will be directly related to their level of skill and experience and also to the labor market demands through the remainder of the decade. The number of workers needed for all major occupational categories is expected to increase by about one-fifth between 1980 and 1990, but the growth rate will vary by occupational group. Professional and technical workers are expected to have the highest predicted rate (39 percent), followed by service workers (35 percent), clerical workers (26 percent), sales workers (24 percent), craft workers and supervisors (20 percent), managers and administrators (15 percent), and operatives (11 percent). This publication contains a brief discussion and employment information concerning occupations for professional and technical workers, managers and administrators, skilled trades, sales workers, clerical workers, and service workers. In order for women to take advantage of increased labor market demands, employer attitudes toward working women need to change and women must: (1) receive better career planning and counseling, (2) change their career aspirations, and (3) fully utilize the sources of legal protection and assistance that are available to them. (SB)

Clearinghouse Accession Number.

Sponsoring Agency—agency responsible for initiating, funding, and managing the research project.

Report Number—assigned by originator.

Descriptive Note (pagination first).

Descriptors—subject terms found in the Thesaurus of ERIC Descriptors that characterize substantive content. Only the major terms (preceded by an asterisk) are printed in the Subject Index.

Identifiers—additional identifying terms not found in the Thesaurus. Only the major terms (preceded by an asterisk) are printed in the Subject Index.

Informative Abstract.

Abstractor's Initials.

ERIC CLEARINGHOUSES *(and Other Network Components)*

ERIC Ready Reference # 6
Revised March 1990

The ERIC Clearinghouses have responsibility within the network for acquiring the significant educational literature within their particular areas, selecting the highest quality and most relevant material, processing (i.e., cataloging, indexing, abstracting) the selected items for input to the data base, and also for providing information analysis products and various user services based on the data base.

The exact number of Clearinghouses has fluctuated over time in response to the shifting needs of the educational community. There are currently 16 Clearinghouses. These are listed below, together with full addresses, telephone numbers, and brief scope notes describing the areas they cover.

ERIC Clearinghouse on *Adult, Career, and Vocational Education* (CE)
Ohio State University
Center on Education and Training for Employment
1900 Kenny Road
Columbus, Ohio 43210-1090
Telephone: (614) 292-4353
(800) 848-4815 Fax: (614) 292-1260

All levels and settings of adult and continuing, career, and vocational/technical education. Adult education, from basic literacy training through professional skill upgrading. Career education, including career awareness, career decisionmaking, career development, career change, and experience-based education. Vocational and technical education, including new subprofessional fields, industrial arts, corrections education, employment and training programs, youth employment, work experience programs, education/business partnerships, entrepreneurship, adult retraining, and vocational rehabilitation for the handicapped.

ERIC Clearinghouse on *Counseling and Personnel Services* (CG)
University of Michigan
School of Education, Room 2108
610 East University Street
Ann Arbor, Michigan 48109-1259
Telephone: (313) 764-9492 Fax: (313) 747-2425

Preparation, practice, and supervision of counselors at all educational levels and in all settings; theoretical development of counseling and guidance; personnel procedures such as testing and interviewing and the analysis and dissemination of the resultant information; group work and case work; nature of pupil, student, and adult characteristics; personnel workers and their relation to career planning, family consultations, and student orientation activities.

ERIC Clearinghouse on *Educational Management* (EA)
University of Oregon
1787 Agate Street
Eugene, Oregon 97403-5207
Telephone: (503) 346-5043 Fax: (503) 346-5890

The leadership, management, and structure of public and private educational organizations; practice and theory of administration; preservice and inservice preparation of administrators; tasks and processes of administration; methods and varieties of organization and organizational change; and the social context of educational organizations.

Sites, buildings, and equipment for education; planning, financing, constructing, renovating, equipping, maintaining, operating, insuring, utilizing, and evaluating educational facilities.

ERIC Clearinghouse on *Elementary and Early Childhood Education* (PS)
University of Illinois
College of Education
805 W. Pennsylvania Avenue
Urbana, Illinois 61801-4897
Telephone: (217) 333-1386 Fax: (217) 333-5847

The physical, cognitive, social, educational, and cultural development of children from birth through early adolescence; prenatal factors; parental behavior factors; learning theory research and practice related to the development of young children, including the preparation of teachers for this educational level; educational programs and community services for children; and theoretical and philosophical issues pertaining to children's development and education.

ERIC Clearinghouse on *Handicapped and Gifted Children* (EC)
Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091-1589
Telephone: (703) 620-3660 Fax: (703) 264-9494

All aspects of the education and development of the handicapped and gifted, including prevention, identification and assessment, intervention, and enrichment, both in special settings and within the mainstream.

ERIC Clearinghouse on *Higher Education* (HE)
George Washington University
One Dupont Circle, N.W., Suite 630
Washington, D.C. 20036-1183
Telephone: (202) 296-2597 Fax: (202) 296-8379

Topics relating to college and university conditions, problems, programs, and students. Curricular and instructional programs, and institutional research at the college or university level. Federal programs, professional education (medicine, law, etc.), professional continuing education, collegiate computer-assisted learning and management, graduate education, university extension programs, teaching-learning, legal issues and legislation, planning, governance, finance, evaluation, interinstitutional arrangements, management of institutions of higher education, and business or industry educational programs leading to a degree.

ERIC Clearinghouse on *Information Resources* (IR)
Syracuse University
Huntington Hall, Room 030
150 Marshall Street
Syracuse, New York 13244-2340
Telephone: (315) 443-3640 Fax: (315) 443-5732

Educational technology and library and information science at all levels. Instructional design, development, and evaluation are the emphases within educational technology, along with the media of educational communication: computers and microcomputers, telecommunications (cable, broadcast, satellite), audio and video recordings, film and other audiovisual materials, as they pertain to teaching and learning. Within library and information science the focus is on the operation and management of information services for education-related organizations. All aspects of information technology related to education are considered within the scope.

ERIC Clearinghouse for *Junior Colleges* (JC)
University of California at Los Angeles (UCLA)
Math-Sciences Building, Room 8118
405 Hilgard Avenue
Los Angeles, California 90024-1564
Telephone: (213) 825-3931 Fax: (213) 206-8095

Development, administration and evaluation of two-year public and private community and junior colleges, technical institutes, and two-year branch university campuses. Two-year college students, faculty, staff, curricula, programs, support services, libraries, and community services. Linkages between two-year colleges and business/industrial organizations. Articulation of two-year colleges with secondary and four-year postsecondary institutions.

ERIC Clearinghouse on *Languages and Linguistics* (FL)
Center for Applied Linguistics
1118 22nd Street, N.W.
Washington, D.C. 20037-0037
Telephone: (202) 429-9551 Fax: (202) 429-9766

Languages and language sciences; theoretical and applied linguistics; all areas of foreign language, second language, and linguistics instruction, pedagogy, or methodology; psycholinguistics and the psychology of language learning; cultural and intercultural context of languages; application of linguistics in language teaching; bilingualism and bilingual education; sociolinguistics; study abroad and international exchanges; teacher training and qualifications specific to the teaching of foreign languages and second languages; commonly and uncommonly taught languages, including English as a second language; related curriculum developments and problems.

ERIC Clearinghouse on *Reading and Communication Skills* (CS)
Indiana University, Smith Research Center
2805 East 10th Street, Suite 150
Bloomington, Indiana 47405-2373
Telephone: (812) 855-5847 Fax: (812) 855-7901

Reading, English, and communication skills (verbal and nonverbal), preschool through college; educational research and instruction development in reading, writing, speaking, and listening; identification, diagnosis, and remediation of reading problems; speech communication (including forensics), mass communication, interpersonal and small group interaction, interpretation, rhetorical and communication theory, speech sciences, and theater. Preparation of instructional staff and related personnel in these areas.

All aspects of reading behavior with emphasis on physiology, psychology, sociology, and teaching; instructional materials, curricula, tests/measurement, and methodology at all levels of reading; the role of libraries and other agencies in fostering and guiding reading; diagnostics and remedial reading services in schools and clinical settings. Preparation of reading teachers and specialists.

ERIC Clearinghouse on *Rural Education and Small Schools* (RC)
Appalachia Educational Laboratory
1031 Quarrier Street
P.O. Box 1348
Charleston, West Virginia 25325-1348
Telephone: (800) 624-9120 (Outside WV)
(800) 344-6646 (In WV) Fax: (304) 347-0487

Economic, cultural, social, or other factors related to educational programs and practices for rural residents; American Indians/Alaska Natives, Mexican Americans, and migrants; educational practices and programs in all small schools; outdoor education.

ERIC Clearinghouse for *Science, Mathematics, and Environmental Education* (SE)
Ohio State University
1200 Chambers Road, Room 310
Columbus, Ohio 43212-1792
Telephone: (614) 292-6717 Fax: (614) 292-4315

Science, mathematics, and environmental education at all levels, and within these three broad subject areas, the following topics: development of curriculum and instructional materials; teachers and teacher education; learning theory/outcomes (including the impact of parameters such as interest level, intelligence, values, and concept development upon learning in these fields); educational programs; research and evaluative studies; media applications; computer applications.

ERIC Clearinghouse for *Social Studies/Social Science Education* (SO)
Indiana University
Social Studies Development Center
2805 East 10th Street, Suite 120
Bloomington, Indiana 47405-2373
Telephone: (812) 855-3838 Fax: (812) 855-7901

All levels of social studies and social science education; content of the social science disciplines; applications of theory and research to social science education; contributions of social science disciplines (anthropology, economics, geography, history, sociology, social psychology, political science); education as a social science; comparative education (K-12); content and curriculum materials on "social" topics such as law-related education, ethnic studies, bias and discrimination, aging, adoption, womens' equity, and sex education.

ERIC Clearinghouse on *Teacher Education* (SP)
American Association of Colleges for Teacher Education (AACTE)
One Dupont Circle, N.W., Suite 610
Washington, D.C. 20036-2412
Telephone: (202) 293-2450 Fax: (202) 457-8095

School personnel at all levels; teacher selection and training, preservice and inservice preparation, and retirement; the theory, philosophy, and practice of teaching; curricula and general education not specifically covered by other clearinghouses; all aspects of physical education, health education, and recreation education.

ERIC Clearinghouse on *Tests, Measurement, and Evaluation* (TM)
American Institutes for Research (AIR)
Washington Research Center
3333 K St., N.W.
Washington, DC 20007-3893
Telephone: (202) 342-5060 Fax: (202) 342-5033

Tests and other measurement devices; methodology of measurement and evaluation; application of tests, measurement, or evaluation in educational projects or programs; research design and methodology in the area of testing and measurement/evaluation; learning theory in general.

ERIC Clearinghouse on *Urban Education* (UD)
Teachers College, Columbia University
Institute for Urban and Minority Education
Main Hall, Room 300, Box 40
525 W. 120th Street
New York, New York 10027-9998
Telephone: (212) 678-3433 Fax: (212) 678-4048

Programs and practices in public, parochial, and private schools in urban areas and the education of particular racial/ethnic minority children and youth in various settings — local, national, and international; the theory and practice of educational equity; urban and minority experiences; and urban and minority social institutions and services.

Educational Resources Information Center (Central ERIC)
U.S. Department of Education
Office of Educational Research and Improvement (OERI)
555 New Jersey Ave., N.W.
Washington, D.C. 20208-5720
Telephone: (202) 357-6289 Fax: (202) 357-6859

ERIC Processing & Reference Facility
ARC Professional Services Group
Information Systems Division
2440 Research Boulevard, Suite 400
Rockville, Maryland 20850-3238
Telephone: (301) 258-5500 Fax: (301) 948-3695

ERIC Document Reproduction Service (EDRS)
Computer Microfilm Corporation (CMC)
3900 Wheeler Avenue
Alexandria, Virginia 22304-6409
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Oryx Press
2214 North Central Avenue at Encanto
Phoenix, Arizona 85004-1483
Telephone: (602) 254-6156
(800) 457-6799 Fax: (602) 253-2741

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Aspen Systems Corporation
1600 Research Boulevard
Rockville, Maryland 20850-3166
Telephone: (301) 251-5486
(800) 873-3742 Fax: (301) 251-5212